



Hire Houston First Application and Affidavit



Thank you for your interest in the Hire Houston First initiative. It is the policy of the City of Houston as defined in Chapter 15, Article XI, to use the City's spending powers in a manner that promotes fiscal responsibility and maximizes the effectiveness of local tax dollars by ensuring a portion of citizens' tax dollars remain in the local economy for economic benefit of the citizens by utilizing all available legal opportunities to contract with city and/or local businesses.

Businesses interested in becoming eligible to participate in the Hire Houston First initiative must complete this application and sign the attached affidavit. Only businesses that meet the requirements will be eligible to participate in the Hire Houston First initiative. **A completed HHF application is NOT evidence of designation under the Hire Houston First initiative. An applicant's eligibility must be confirmed in writing by the Mayor's Office of Business Opportunity.**

Definitions:

- A. **City Business** means a business with a principal place of business within city limits.
- B. **Local Area** means eight counties in and surrounding Houston city limits. The counties are Harris, Fort Bend, Montgomery, Brazoria, Galveston, Chambers, Waller, and Liberty.
- C. **Local Business** means a business with a principal place of business in the local area.
- D. **Principal place of business** means the business must be headquartered or have an established place or places of business in the incorporated limits of the city or the local area as applicable, from which 20% or more of the entity's workforce are regularly based, and from which a substantial role in the entity's performance of a commercially useful function or a substantial part of its operations is conducted. A location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not be construed as a principal place of business.
- E. **Headquartered** means the location where an entity's leadership directs, controls, and coordinates the entity's activities.

Application

Please complete the following form/affidavit and submit it to the Mayor's Office of Business Opportunity, One Stop Business Center located at 900 Bagby St., Public Level, Houston, TX 77002 (832) 393-0954. Applications may be submitted via e-mail to HHF-MOBO@houston.tx.gov or faxed to (832) 393-0952. Incomplete applications and affidavits will not be processed. Please answer all questions.

1. **Application Date:** _____
2. **Company is applying as (please check at least one box):**
 - ☐ City Business (CB) with a principal place of business within the city limits from which a substantial role in the entity's performance of a commercially useful function or a substantial part of its operations is conducted as defined in Chapter 15, Article XI.
 - ☐ Local Business (LB) with a principal place of business in the local area from which a substantial role in the entity's performance of a commercially useful function or a substantial part of its operations is conducted as defined in Chapter 15, Article XI.
3. **Name of Owner or CEO:** _____ **Name of Company:** _____

FOR OFFICE USE ONLY:

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4. **Business Address**(for use in determining HHF eligibility): _____

| Street | City | State | Zip Code |
|--------|------|-------|----------|
| | | | |

5. **Mailing Address**(If different from Business Address): _____

| Street | City | State | Zip Code |
|--------|------|-------|----------|
|--------|------|-------|----------|

6. **Business Phone Number:**_____ **Business Fax Number:**_____

7. Business E-Mail:_____ **Business Website:**_____

8. Federal Tax ID Number: _____ COH Vendor Registration ID Number: _____

9. Describe the primary activities of your firm: _____

10. In accordance with the aforementioned definition for “headquartered”, is your company’s headquarters or corporate office located in one of the following eight counties?

YES ☐ NO ☐

If yes, check all that apply.

- | | |
|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Harris | <input type="checkbox"/> Galveston |
| <input type="checkbox"/> Brazoria | <input type="checkbox"/> Liberty |
| <input type="checkbox"/> Chambers | <input type="checkbox"/> Montgomery |
| <input type="checkbox"/> Fort Bend | <input type="checkbox"/> Waller |

How many employees are based within the county or counties you selected? _____

If you answered "no" to question 10, please answer questions 11, 12 and 13.

11. What is the number of employees that are based within the following eight counties? _____

- Harris
- Brazoria
- Chambers
- Fort Bend
- Galveston
- Liberty
- Montgomery
- Waller

12. List all company locations inside city limits and in the 8 county local area as well as addresses, primary activities and number of employees at each location.

| Business Address | Primary Activities | Number of Employees |
|---|--------------------|---------------------|
| Business Name: Street Address: City, State: Zip Code: Main Phone Number: | | |
| Business Name: Street Address: City, State: Zip Code: Main Phone Number: | | |
| Business Name: Street Address: City, State: Zip Code: Main Phone Number: | | |

| Business Address | Primary Activities | Number of Employees |
|--|--------------------|---------------------|
| Business Name: Street Address: City, State: Zip Code: Main Phone Number: | | |

13. List all company locations OUTSIDE the eight (8) county local area, including headquarters locations, as well as addresses, primary activities and number of employees at each location.

| Business Address | Corporate Headquarters? | Primary Activities | Number of Employees |
|--|-------------------------|--------------------|---------------------|
| Business Name: Street Address: City, State: Zip Code: Main Phone Number: | YES/NO | | |
| Business Name: Street Address: City, State: Zip Code: Main Phone Number: | YES/NO | | |
| Business Name: Street Address: City, State: Zip Code: Main Phone Number: | YES/NO | | |
| Business Name: Street Address: City, State: Zip Code: Main Phone Number: | YES/NO | | |
| Business Name: Street Address: City, State: Zip Code: Main Phone Number: | YES/NO | | |

14. What is the total number of employees in the entire company? _____

15. Is the company represented on this application an independent or dependent subsidiary of a company with headquarters located outside the eight county local area? (Check One)

☐ **NOT** a subsidiary of any company

☐ **YES** – An independent subsidiary. Please submit Federal corporate tax returns and any other documentation necessary to show independence from the parent company.

☐ **YES** – A dependent subsidiary. Please answer the following questions:

(a). What is the total number of employees within the (8) county local area inclusive of the company represented on this application and the parent company? _____

(b). What is the total number of all employees inclusive of the company represented on this application and the parent company? _____

Hire Houston First Affidavit

I _____ certify and affirm that my business _____ is not
Name of Company Owner Name of Company
a location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with
no other substantial work function.

The undersigned swear/affirm that the foregoing information and statements are true and correct with regard to the
employee breakdown of the company's work force, location, and principal place of business. In addition, the
undersigned gives permission to the City of Houston to conduct random audits to ensure compliance with the Hire
Houston First Initiative under Chapter 15, Article XI.

Name of Company Owner

Name of Company

On this day before me appeared (name) _____ with _____ proper
identification, who being duly sworn, did execute the foregoing affidavit and did aver that he or she was properly
authorized to execute this affidavit and did so as his or her free act/deed.

Signature (Owner /Applicant)

Title

Name (Print)

Date

(Seal)

Notary Public

Commission Expiration